



IN REPLY
REFER TO DESC-CPA

DEFENSE LOGISTICS AGENCY

DEFENSE ENERGY SUPPORT CENTER
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April 4, 2000

CONTRACTING INSTRUCTION (CI): 00-5
MEMORANDUM FOR CI Distribution

SUBJECT: Supplemental / Wrap-up Solicitations

This CI is being issued to give notice of the new DEPI language in section 4.7004, aimed to address DESC supplemental or "wrap-up" solicitation procedures, to ensure that all DESC Contracting Officers treat these new requirements as a NEW acquisition. This DEPI section has also been revised to clarify the use of supplementary procurement identification numbers. New DEPI language is attached.

This CI is effective immediately and expires upon inclusion in DEPI 4.7004. Point of contact is Mr. William Latimer, extension 8628.


SHARON L. MURPHY
DESC Senior Procurement Official



DEPI

4.7004 Supplementary procurement instrument identification numbers.

(b) *Amendments to solicitation documents, wrap-ups/supplementals.*

(1) During the 6 or 12-month period of a programmed annual buy, or during the course of a multiyear buy, it may become necessary to acquire additional items under that program. Follow-on procurements for a DESC programmed buy are called supplementals or wrap-ups. For multiyear programmed buys, contracting officers will take care to treat a wrap-up/supplemental solicitation as a new acquisition. Procedures for full and open competition, synopsis, multiyear D&Fs (including Present Value Analysis), and all other appropriate acquisition policies will be followed.

To continue the identification of the acquisition with that specific program, the supplemental/wrap-up solicitation for the additional requirement is issued bearing the next successive number for IFBs, or by adding a four position numeric serial number after the basic RFP number. The resultant solicitation document number will be numbered sequentially as illustrated below.

Amendments to the basic or to a wrap-up/supplemental solicitation document will be identified in block 2 (SF 30) by a four-position numeric serial number in sequence for the solicitation being modified as illustrated below.

IFBs

Program IFB SP0600-96-B-5000

Amendment 0001

Amendment 0002

Wrap-up/supplemental IFB within the same Program SP0600-96-B-5001

Amendment 0001

Amendment 0002

RFPs (Domestic and Overseas):

Program RFP SP0600-96-R-0076

Amendment 0001

Wrap-up/supplemental RFP within the same Program S0600-96-R-0076-0001

Amendment 0001

Amendment 0002

This numbering system was mandatory beginning with new basic program solicitations issued on or after 1 October 1995.

(2) Amendment serial numbers will be assigned within the buying divisions.